



New Employee Information

Welcome to the team! We're thrilled to have you at the YMCA. We know you're going to be a valuable asset to the Y, and we can't wait to see what you accomplish.

Getting started: Please complete your New Employee Packet and return to Dana Morrow as soon as possible so she can set you up for payroll. Any important information such as CPR cards and lifeguard certification should be attached. Also, see Dana if you are to receive a time card; she will have it ready for you. Your time card can be stored in the Employee Resource Room, where we clock in and out. Instructions for the time clock are available in the Employee Resource Room.

ID Badge: We want all our members to know who our great employees are! Check in with Cynthia Mutch. She'll provide you with your employee ID badge.

What to wear: Just a reminder, you should receive 2 YMCA shirts; plan to wear one while you are at work. Drop in to see Cynthia Mutch to receive your shirts. Also, additional YMCA shirts are available to purchase for \$13-\$15 if you want more than two. Our dress code is casual, so wear something comfy! Closed toed shoes, please.

Payday: You are probably wondering about payday! Paychecks are issued on the 15th and the last day of every month. If a payday falls on a Saturday, we will be paid on Friday. If the payday falls on a Sunday, we will be paid on Monday. Cut off for each pay period is 4 days prior to payday. All manual time sheets need to be given to Dana 3 days prior to payday. If your clock-in or clock-out doesn't seem to work, don't worry, it happens. Just let Dana know.

Trainings: You will need to complete CPR training; this is required of all YMCA employees. No worries, we offer these classes periodically at no charge for employees. We also require all employees to complete a Child Sexual Abuse Prevention training. See your supervisor to get set up for these trainings.

Parking: There is plenty of parking on 2nd Avenue, in the YMCA parking lot, and in the city parking lots close by. Let's save the close-up parking spots for our members! Also, the parking spots in front of Court Square Towers, across the street from the Y, are reserved for Court Square Towers employees and customers.

It's a big building! If you haven't had a facility tour yet, let us know and we'll be glad to show you where everything is located.

Once again, we're excited to have you on the team and hope you're looking forward to your first day as much as we are.

Welcome aboard!